Approved For Release 2001/04/10 : CIA-RDP80-01370R000200130014-1

5 DEC 1958

MEMORANDUM FOR: Chief, Budget Division
Chief, Finance Division
Chief, Fiscal Division
Chief, Banking Records Division
Chief, Financial Analysis Staff
Chief, Technical Accounting Staff

SUBJECT : Review of Vital Material Deposit Schedules

REFERENCE : Comptroller Instruction No. 23

1. It is requested that a review be made of your Vital Material Deposit Schedule to determine the adequacy of the records now being deposited. Revised schedules including all changes and/or additions in the records determined vital, media of deposit, frequency of deposit and disposition instructions should be prepared on Form 829, Vital Material Deposit Schedule.

2. The revised schedules should be forwarded to the Records Management Officer, 1039 Alcott Hall, by 2 January 1959 for consolidation and submission to the CIA Vital Materials Officer. In the event no changes are to be made, a memorandum to this effect should be submitted by 2 January 1959.

[redacted]

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Acting Comptroller

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Distribution:
1 - Each Addressee
~~1~~ - Signer
1 - Records Management Officer
1 - Tickler

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